

REQUEST FOR PROPOSAL (RFP) FOR INVITATION OF PRICE BID
Price Bid Reference No.: Gorakhpur : NDS: NCDFI
Date: July 23, 2025

To,
All Interested Vendors/Service Providers

Sub: Invitation of Price Bid for Rate Contract for providing Farmer Awareness Programme and their report with monthly /Annual magazine along with Impact Assessment studies in Gorakhpur UP – Valid Till March 31, 2026

Dear Sir/Madam,

The National Cooperative Dairy Federation of India (NCDFI), having its Head Office at NDDDB D-Lab Campus, Anand, Gujarat, invites online price bids from competent service providers for a Rate Contract to support Pre-Induction Training under the Farmer Awareness Programme in Mayurbhanj district, Odisha.

1. Background / Objective

NDDDB Dairy Services (NDS) organises Farmer Awareness Meetings, Infertility Camps, Calf Rallies, and similar initiatives to educate and empower farmers on AI, breed improvement, animal health and more. To support this, NCDFI has been tasked with developing and operating Event Management System to ensure transparency, efficiency, and timely execution. In coordination with NDS field staff, NCDFI will also help implement these programmes in identified districts, with real-time access and monitoring enabled for designated officials. As part of the initiative, NCDFI is facilitating Pre-Induction Training under a Farmer Awareness Programme aimed at educating and sensitising dairy farmers in Gorakhpur on scientific cattle management, health management, artificial insemination (AI), breed improvement, and associated best practices.

- 2.** The programme will serve as a critical step to ensure that farmers are empowered with knowledge before entering structured livestock development programmes. To facilitate smooth execution of these events, NCDFI seeks to engage professional service providers who can deliver high-quality event support services efficiently and effectively across multiple locations within Gorakhpur district.

3. Scope of Work

Vendors are required to submit their most competitive price bid for providing complete services as detailed in Annexure-I

Sl. No.	Item Description	Components (Annexure-I)	Quotation Basis (INR)
1	Farmer Awareness Programme and their report with monthly news letter/Annual magazine along with Impact Assessment report	As per Annexure-I	Per Participant

4. Bid Submission Guidelines

- Bids must be submitted through the online NCDFI eMarket Portal of NCDFI: <https://events.ncdfiemarket.com/>
- Only one bid per bidder will be accepted. Any collusion, contact with other bidders, or submission of dummy bids under different names will result in disqualification.
- Prices should be quoted in Indian Rupees and shall be fixed, inclusive of all the charges **excluding taxes**.
- Bids must be submitted on or before **July 30, 2025**.

5. Quotation Validity

All quotations must remain valid till March 31, 2026.

The EMD for participation in the RFQ is Rs. 2 Lakh, and shall be deposited in the form of NEFT/RTGS at:

- Beneficiary Name: National Co-operative Dairy Federation of India Ltd.**
- Bank Name: Union Bank**
- Branch Address: Anand Branch (Amul Dairy Road), Anand: 388001**
- Account Number: 520141000774940, IFSC Code: UBIN0905208**

EMD (Without any interest) of the successful Bidders to be retained with NCDFI Escrow (Non-Interest bearing) as security deposit

• Baseline & Endline Surveys:

- Design and conduct structured baseline and endline surveys to assess farmers' knowledge, attitudes, and practices (KAP) before and after training interventions.
- Ensure representation across geographies and stakeholder categories (e.g., dairy farmers, SHG members, youth, etc.).

- **Field Visits & Data Collection:**

- Conduct periodic field visits to programme locations.
- Use digital tools (tablets/mobile apps) for real-time, geo-tagged data collection.

- **Focus Group Discussions & Interviews:**

- Organize FGDs with farmers, local facilitators, and veterinary staff to gather qualitative insights.
- Carry out key informant interviews with stakeholders (e.g., cooperative staff, trainers).

- **Impact Analysis & Outcome Measurement:**

- Evaluate improvements in awareness levels, adoption of scientific cattle rearing practices, AI services utilization, and hygiene practices post-training.
- Use control vs treated group comparison where feasible.

- **Monthly Progress Reports:**

- Submit concise, data-backed reports summarizing monthly findings, farmer feedback, photos, and GPS-tagged visit logs.

- **Design & Publish Monthly e-Magazine:**

- Develop and publish a digital e-Magazine featuring:
 - Success stories of farmers
 - Before-after case studies
 - Insights from data
 - Photo features from the field
 - Tips and advisories related to cattle management

- **Impact Assessment Report:**

- Submit a comprehensive final report detailing overall outcomes, analysis, region-wise performance, and recommendations for policy improvement.

6. Service Timeline

Events under this contract may be held in multiple phases or sub-events during the contract period, depending on the project implementation schedule.

7. Performance Monitoring

NCDFI may undertake spot inspections during the events and/or collect feedback from participants to ensure that quality standards are

maintained throughout. Non-compliance may affect future empanelment or lead to termination of the contract. Consolidated report, newsletter and effective impactful analysis report to be prepared within stipulated date

8. Evaluation of Quotations

Quotations will be evaluated based on the following:

- Completeness and compliance of documentation.
- Conformance to terms and specifications.
- Lowest evaluated total cost on a per-farmer basis.

The decision of NCDFI will be final and binding on all bidders.

9. Award of Contract

- a) The contract shall be awarded to the bidder offering the lowest evaluated responsive bid.
- b) NCDFI reserves the right to accept or reject any or all bids without assigning any reason.
- c) The contract may be terminated without prior notice if services are found to be unsatisfactory.

10. Terms of Payment

100% payment shall be made within three (5) working days of successful service delivery and submission of necessary supporting documents (invoices, attendance, feedback, etc.).

11. Service Provider Responsibilities

All equipment, tools, and materials used for the event shall be the responsibility of the service provider. Any loss or damage, wheather to person or property, shall be borne entirely by them.

12. Taxes and Duties

The service provider shall be solely responsible for all applicable taxes, duties, and statutory compliances during the course of service delivery.

13. Accessing Bid Documents

- a) The RFP document can be downloaded from:
<https://www.ncdfimarket.com/index.php/auctions-2/>
- b) To initiate the bidding process, interested vendors must send an email to etenders@ncdfimarket.com at least 2 days prior to the bid deadline, providing the following information:
 - Name of the Organisation

- Full Name of Contact Person (as per Aadhaar/PAN)
- Contact Number
- Email ID
- Status of Registration with NCDFI (Yes/No)

NCDFI will provide all the handholding and support for registration and bidding process as needed.

14. Contact for Clarifications & Technical Support

For any clarification, kindly reach out to:

- **Mr. Vrushant Dave:** vrushant@ncdfi.coop | +91 99786 65638
- **Mr. Surajit Ganguly:** surajit@ncdfi.coop | +91 99786 07302

We look forward to your active participation in contributing towards the success of this farmer-oriented initiative in Gorakhpur.

Components of Event Services

- Welcome Banner (Farmer Awareness Programme: Pre-Induction Training)
- Hall / Tent Setup
- Tables and Chairs
- Projector / LCD Display
- Stationery Kit (Notebook & Pen)
- Refreshments (Tea & Biscuits)
- Lunch Arrangement
- Resource Person – Honorarium and Accommodation/Travel Expenses as applicable
- Potable Clean and Safe Drinking Water
- Decoration and Welcome Flower Bouquet
- Arrangement of Local conveyance and stay as required for farmer/trainer
- Consolidated report of farmers meeting / Infertility camp and annual magazine and monthly newsletter.
- Effective and impactful analysis Report